



Division of Occupational & Professional Licensing  
P.O. Box 146741, Salt Lake City, Utah 84114-6741  
www.dopl.utah.gov

# APPLICATION FOR LICENSE RENEWAL / REINSTATEMENT

LICENSE NUMBER	OCCUPATION / PROFESSION TITLE	RENEWAL FEE	EXPIRATION DATE	REINSTATEMENTS	INTERNET RENEWAL ID NUMBER
	Contractor with LRF Reinstatement Fee	\$188.00 \$100.00 Total: \$288.00	11/30/2007	Additional fees are required after expiration. See reverse for details.	

↓ NAME AND ADDRESS OF RECORD ↓	↓ ADDRESS / PHONE CORRECTION ↓
	Address: _____ City: _____ State: _____ Zip: _____ Phone: (_____) _____ - _____ Email: _____  This address will be used for all correspondence from DOPL. You may use a business address or PO Box instead of a home address. If your address changes at any other time, notify DOPL directly. Do not rely on a postal service forwarding order. Submit changes at <a href="http://www.dopl.utah.gov">www.dopl.utah.gov</a>

## QUALIFYING QUESTIONNAIRE Answer "YES" or "NO" for each question. Do not leave any question blank.

Please note that false, misleading, or fraudulent answers may result in loss of licensure and/or criminal prosecution.

(For questions 1 - 4 below, motor vehicle offenses such as driving while impaired or intoxicated must be disclosed, but minor traffic offenses such as parking or speeding violations do not need to be listed.)

- Since the last renewal or issuance of this license have you pled guilty to, pled no contest to, been convicted of, made a plea in abeyance to, or entered into a diversion agreement with respect to any felony or misdemeanor in any jurisdiction?
- Since the last renewal or issuance of this license have you been charged with or arrested for any felony or misdemeanor in any jurisdiction?
- Since the last renewal or issuance of this license have you surrendered or had any disciplinary action taken against a license to practice in a regulated profession?
- Are you currently under investigation or is any disciplinary, administrative, or criminal action pending against you now by any agency?
- Has continuous liability insurance been maintained as required by law?
- Has the licensee notified DOPL for every change or loss of its qualifier? (Write N/A if not applicable.)
- Have all judgments, liens, taxes, and child support payments been paid as required, and have all bankruptcies been reported to DOPL? (Write N/A if not applicable.)
- If you have employees, have payroll withholdings, unemployment insurance premiums, and workers compensation insurance premiums been paid and maintained as required by law? (Write N/A if not applicable.)

If you answered "yes" to questions 1, 2, 3, or 4, see #1A on reverse. If you answered "no" to 5, 6, 7, or 8, see #1B on reverse.

## AFFIDAVIT / SIGNATURE Read the following carefully. Sign below or follow the instructions as indicated.

I hereby certify that all renewal/reinstatement requirements have been or will be completed before the expiration of this license. I understand that DOPL may do an audit to verify the requirements have been met.

I also certify that I have the authority to sign for the above license identified on this application for renewal/reinstatement. To the best of my knowledge, the information contained in this application is complete and correct, and is free of fraud, misrepresentation, or omission of material fact. I understand that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information which is classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## UNLAWFUL CONDUCT Please note:

Your license will automatically expire unless you renew it prior to its expiration date. If your license expires, you may not practice until a new license is issued. Subsection 58-1-501(1)(a) and Section 58-1-502, U.C.A., make it unlawful and punishable as a criminal offense to practice your occupation or profession beyond the expiration of your license.

### Renewal Requirements:

In accordance with Subsection R156-55a-303(a) and (b), each licensee, the licensee's qualifier, or a an officer, director or supervising individuals designated by the licensee must have completed 6 hours of continuing education by June 30 of the renewal year (3 hours core and 3 hours professional). If you are an electrical contractor and have completed the 16 hours required to maintain a Master's license, you will not need to complete these additional 6 hours. DO NOT submit documentation of your completed hours unless you are audited and requested to do so.

**1. ADDITIONAL REQUIRED DOCUMENTATION:**

- A) If you answered “yes” to question 1, 2, 3, and/or 4 on page 1, you must submit complete documentation – including any police arrest report, court docket, probation/parole officer report, diversion agreement, and/or plea in abeyance agreement – for each and every arrest, charge, and/or conviction.
- B) If you answered “no” to question 5, 6, 7, and/or 8 on page 1, you must submit a written explanation.
- C) If you cannot sign the “Affidavit” on page 1, you must submit a written explanation.

**2. CHECKLIST FOR TIMELY RENEWAL / REINSTATEMENT BY MAIL:**

- ☐ Answer all eight of the certification questions on page 1 and provide additional documentation, if applicable (#1A & #1B).
- ☐ Sign the Affidavit on page 1 or submit a complete explanation of why you cannot sign (#1C above).
- ☐ Pay the correct fee. If reinstating a license after the expiration date, you must pay an additional reinstatement fee.
- ☐ Sign your check or money order. **DO NOT SEND CASH.** (Make checks or money orders payable to “DOPL.”)
- ☐ Mail all fees, forms, and documentation to DOPL at PO Box 146741, Salt Lake City, UT 84114-6741.

**3. ON-LINE RENEWAL INFORMATION:** Most professional licenses can be renewed on-line at [www.dopl.utah.gov](http://www.dopl.utah.gov) by using a credit or debit card and a unique “Renewal ID Number” (similar to a pin number), which can be found on the front page of this form. This timesaving system allows a renewing licensee to immediately print out a confirmation of renewal that is as valid as a license certificate and can be used until a renewed license certificate arrives by mail within two weeks. Contact DOPL if you do not have a renewal ID number.

**4. ADDRESS CHANGE:** You are responsible to notify DOPL of address changes as they occur. Do not rely on postal service forwarding orders to provide DOPL with this information. Submit changes online at [www.dopl.utah.gov](http://www.dopl.utah.gov). If licensed as an entity, you must also notify the Utah Division of Corporations of the change: (801) 530-4849.

**5. APPLICATION APPROVAL:** Your application will be approved unless you do not meet the renewal / reinstatement requirements or have engaged in serious misconduct. Licenses with specific requirements listed on page 1 of this form may be subject to audit by DOPL. Those selected for audit will be notified. Please note that DOPL reserves the right to initiate action at any time against a licensee who did not meet the renewal / reinstatement requirements at the time the license was issued.

**6. REINSTATEMENT FEES:** If you fail to timely renew your license, you will be subject to the following conditions:

- A) If you are reinstating your license within 30 days after the expiration date of your license, you must submit the renewal fee **PLUS** an additional \$20.00.
- B) If you are reinstating a contractor with LRF license after 30 days and within two years of the expiration date of your license, you must submit the renewal fee **PLUS** an additional \$100.
- C) If you are reinstating a contractor without LRF license after 30 days and within two years of the expiration date of your license, you must submit the renewal fee **PLUS** an additional \$50.
- D) Fees are subject to change each July 1. If listed, the fees on the application are current at the time printed. Please verify the current fee at [www.dopl.utah.gov](http://www.dopl.utah.gov) if applying for reinstatement more than one year following expiration of your license.

**NOTICE:** If you fail to reinstate your license within two years of the expiration date of your license, you must submit a new application, meet current requirements for licensure, and pay the fees specified in subsection R156-1-308g(3). Contact DOPL for assistance if reinstating after two years of expiration.

**7. TAX ID NUMBER:** The Tax ID Number for the Division of Occupational and Professional Licensing is 87-6000545.